



State Of New Hampshire

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DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex - 28 School Street
Concord, New Hampshire 03301

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January 9, 2019

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 21-I:56 I, Reclassification of Positions, the Division of Personnel, Department of Administrative Services requests waiver approval of the attached classification decisions effective upon Governor and Executive Council action. Funding associated with each decision is detailed on the reclassification waiver.

EXPLANATION

RSA 21-I:56 I, states that any request for reclassification of a position to a different class series as provided in RSA 21-I:54 shall require the approval of the Governor and Council.

Attached please find the classification decisions reached by the Classification Section of the Division of Personnel. RSA 21-I:42 II, provides the responsibility to the Division of Personnel to prepare, maintain and periodically revise a position classification plan for all positions in the classified service, based upon similarity of duties performed and responsibilities assumed, so that the same qualifications may reasonably be required for, and the same schedule of pay may equitably be applied to, all positions in the same classification. In addition, RSA 21-I:42 III, states that the Division of Personnel shall be responsible for allocating the position of every employee in the classified service to one of the classifications in the classification plan.

The change in position allocation or classification for vacant positions under RSA 21-I:56 I, shall be effective upon approval by the Governor and Executive Council. For filled positions with a current incumbent, Personnel Rule 303.04 Response of Director, mandates that the effective date of the change in position allocation or classification shall be the first day of the pay period immediately following the written response made by the Director of Personnel. In cases where this rule applies, Governor and Executive Council action is requested **retroactive** to the date specified for that position.

A thorough analysis of the proposed change specific to each position, both within their respective agency, as well as within the state classification system, has been completed by the Division of Personnel classification staff. A waiver is respectfully requested to proceed with the classification process.

Respectfully Submitted,

Lorrie A. Rudis
Director of Personnel

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant position #44187 Clerk III, Labor Grade 8, A000 to a Plant Maintenance Engineer III, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer III, Labor Grade 21, A130 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position as a part of a reorganization in its Facilities Maintenance section. The objective is to create mid-level supervisory staff to oversee geographical regions in an effort to increase efficiencies and improve work flow.
- This position would plan, direct, supervise, and perform skilled maintenance, custodial and grounds care activities including plumbing, heating, electrical, air conditioning, carpentry, painting and mechanical work. It would also provide recommendations and oversight for short- and long-term maintenance and construction projects.
- The proposed duties are similar to those of other Plant Maintenance Engineer III positions currently operating in the state, and parallel the class specification for Plant Maintenance Engineer III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22450000-010
3. Anticipated date of hire is: 3/15/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$16,764
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$27,290
Benefits	<u>\$23,774</u>
Total	\$51,064

Projected Annual Cost:

Salary	\$45,302
Benefits	<u>\$27,341</u>
Total	\$72,643

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Adjutant General's Department requests the reclassification of Vacant position #18001 Maintenance Mechanic II, Labor Grade 12, A130 to a Plant Maintenance Engineer III, Labor Grade 21, A130.

Division of Personnel (DOP) Reclassification Decision:

- Plant Maintenance Engineer III, Labor Grade 21, A130 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify this vacant position as a part of a reorganization in its Facilities Maintenance section. The objective is to create mid-level supervisory staff to oversee geographical regions in an effort to increase efficiencies and improve work flow.
- This position would plan, direct, supervise, and perform skilled maintenance, custodial and grounds care activities including plumbing, heating, electrical, air conditioning, carpentry, painting and mechanical work. It would also provide recommendations and oversight for short- and long-term maintenance and construction projects.
- The proposed duties are similar to those of other Plant Maintenance Engineer III positions currently operating in the state, and parallel the class specification for Plant Maintenance Engineer III appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 02-12-12-120010-22450000-010
3. Anticipated date of hire is: 3/15/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$16,764
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$32,383
Benefits	<u>\$24,783</u>
Total	\$57,166

Projected Annual Cost:

Salary	\$45,302
Benefits	<u>\$27,341</u>
Total	\$72,643

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Safety requests the reclassification of Vacant position #10586 Secretary II, Labor Grade 9, A000 to a Paralegal I, Labor Grade 16, A000.

Division of Personnel (DOP) Reclassification Decision:

- Paralegal I, Labor Grade 16, A000 effective upon Council's approval

Rationale for Decision:

- The agency has reviewed the resources assigned to its Bureau of Hearings Prosecution Unit and is requesting this reclassification to respond to a need for additional legal support; there is a growing demand for prosecution services as a result of the State Police caseload.
- This position would review case files and make recommendations to prosecuting attorneys; prepare motions, exhibits, subpoenas and documents; conduct witness background investigations; and perform legal research. This position would also manage the court schedule and ensure that various deadlines are met.
- The proposed duties are similar to those of other Paralegal I positions currently operating in the agency and state, and parallel the class specification for Paralegal I appropriately.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 02-23-23-231015-23040000-010
3. Anticipated date of hire is: 3/15/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$13,852
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$35,605
Benefits	<u>\$16,269</u>
Total	\$51,874

Projected Annual Cost:

Salary	\$34,769
Benefits	<u>\$25,255</u>
Total	\$60,024

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #19720 Environmental Technician III, Labor Grade 14, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective 12/7/18

Rationale for Decision:

- The agency requests to reclassify this filled position in response to changing workload experienced in the Drinking Water and Groundwater Bureau; the duties of this position no longer align with the basic purpose of performing field work and determining sampling protocols.
- Alternatively, the position provides paraprofessional assistance with public water system data verification, reporting compliance, violation determination, and rule interpretation for the programs and standards under the Safe Water Drinking Act. It provides guidance and training to a variety of internal and external parties regarding policies and procedures, and recommends program changes for improved work flow.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-442010-2010000-010
3. Filled position-effective date: 12/7/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$36,425
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$42,708
Benefits	<u>\$26,827</u>
Total	\$69,535

Projected Annual Cost:

Salary	\$44,830
Benefits	<u>\$28,020</u>
Total	\$72,850

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Vacant position #40152 Environmental Technician III, Labor Grade 14, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective upon Council's approval

Rationale for Decision:

- The agency requests to reclassify and transfer this vacant position to Information Management and Reporting Section of the Drinking Water and Groundwater Bureau. The field work and survey duties previously performed have been reassigned to other staff members.
- This position would provide paraprofessional assistance with public water system data verification, reporting compliance, violation determination, and rule interpretation for the programs and standards under the Safe Water Drinking Act. It would also provide guidance and training to a variety of internal and external parties regarding policies and procedures, and recommend program changes for improved work flow.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-442010-20100000-010
3. Anticipated date of hire is: 3/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$15,708
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$42,441
Benefits	<u>\$26,774</u>
Total	\$69,215

Projected Annual Cost:

Salary	\$33,365
Benefits	<u>\$24,977</u>
Total	\$58,342

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Environmental Services requests the reclassification of Filled position #40499 Environmental Technician III, Labor Grade 14, A000 to a Program Assistant II, Labor Grade 15, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Assistant II, Labor Grade 15, A000 effective 12/7/18

Rationale for Decision:

- The agency requests to reclassify this filled position in response to changing workload experienced in the Drinking Water and Groundwater Bureau; the duties of this position no longer align with the basic purpose of performing field work and determining sampling protocols.
- Alternatively, the position provides paraprofessional assistance with public water system data verification, reporting compliance, violation determination, and rule interpretation for the programs and standards under the Safe Water Drinking Act. It provides guidance and training to a variety of internal and external parties regarding policies and procedures, and recommends program changes for improved work flow.
- The proposed duties are similar to those of other Program Assistant II positions currently operating in the agency and state, and parallel the class specification for Program Assistant II appropriately.

Funding Summary

1. This position is a 100% Federal Funded position.
2. Budgetary number/string 03-44-44-441018-4718000-010
3. Filled position-effective date: 12/7/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: \$31,869
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$42,708
Benefits	<u>\$17,676</u>
Total	\$60,384

Projected Annual Cost:

Salary	\$44,830
Benefits	<u>\$18,907</u>
Total	\$63,737

Division of Personnel
Reclassification Waiver Per Chapter 21-1:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Transportation requests the reclassification of Filled position #21811 Program Specialist I, Labor Grade 19, A000 to a Systems Development Specialist III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Systems Development Specialist III, Labor Grade 23, A000 effective 1/4/2019

Rationale for Decision:

- DOT is reclassifying this filled position to a Systems Development Specialist III. The position is located in the Transportation Systems Management & Operations Bureau (TSMO).
- The position will coordinate with DoIT and TSMO regarding the development and maintenance of the ITS software including coding. The position will also assist in preparing end user documentation.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 100% Other Funded position.
2. Budgetary number/string 04-96-96-96515-30520000-010
3. Filled position-effective date: 1/4/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$31,117
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$43,439
Benefits	<u>\$17,820</u>
Total	\$61,259

Projected Annual Cost:

Salary	\$46,059
Benefits	<u>\$27,490</u>
Total	\$73,549

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #17150 Fraud Investigator, Labor Grade 21, A000 to an Administrator II, Labor Grade 29, A000.

Division of Personnel (DOP) Reclassification Decision:

- Administrator II, Labor Grade 29, A000 effective 12/21/18

Rationale for Decision:

- DHHS is reclassifying filled position to an Administrator II. The position will be located in Bureau of Improvement and Integrity (BII), Special Investigations Unit.
- The position will manage the Special Investigations Unit, including personnel, for the development and implementation of a statewide fraud control program over public assistance services. The position will recommend policy, direct prosecution of fraud cases, represent the BII in legislation and ensure compliance with law and regulation.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 58% General Funded position.
This position is a 42% Federal Funded position.
2. Budgetary number/string 05-95-10-500100-66370000-010
3. Filled position-effective date: 12/21/2018
4. Projected cost (Salary & Benefits) for remainder of FY19: **\$41,418**
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$54,479
Benefits	<u>\$29,157</u>
Total	\$83,636

Projected Annual Cost:

Salary	\$59,573
Benefits	<u>\$30,166</u>
Total	\$89,739

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #12242 Administrator IV, Labor Grade 33, A000 to a Executive Project Manager, Labor Grade 35, A000.

Division of Personnel (DOP) Reclassification Decision:

- Executive Project Manager, Labor Grade 35, A000 effective upon Council's approval

Rationale for Decision:

- HHS is reclassifying this vacant position to an Executive Project Manager. The position will be located within the Division for Children, Youth and Families (DCYF).
- The position will serve as the DCYF Chief of Operations in all strategic, business and operational aspects of the Division for Children Youth and Families (Child Protection, Juvenile Justice, and Sununu Youth Services Center). It will direct and implement all aspects of statewide agency objectives, programs, and policy, and manage overall staffing, administrative, fiscal, and contracting functions and operations.
- The Proposed Supplemental Job Description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 72% General Funded position.
This position is a 28% Federal Funded position.
2. Budgetary number/string 05-95-42-421010-29560000-010
3. Anticipated date of hire is: 3/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$30,105
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$72,306
Benefits	<u>\$32,388</u>
Total	\$104,694

Projected Annual Cost:

Salary	\$78,000
Benefits	<u>\$33,815</u>
Total	\$111,815

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #16027, Mental Health Worker II, Labor Grade 11, A130 to a Registered Nurse I, Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse I, Labor Grade 19, A130 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Registered Nurse I (RNI). This position will assist with capacity issues currently being experienced at New Hampshire Hospital in support of efforts to increase licensed Nursing staff.
- Under the direct supervision of the Unit Nursing Coordinator, the RN I utilizes the Nursing Process to manage patient care and behavior and assists in meeting immediate and long-term needs for patient whole-care assistance.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 21% General Funded position.
This position is a 34% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 3/1/2019 at Minimum Step.
4. Projected cost (Salary & Benefits) for remainder of FY19: \$18,398
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$40,233
Benefits	<u>\$26,661</u>
Total	\$66,894

Projected Annual Cost:

Salary	\$41,704
Benefits	<u>\$26,628</u>
Total	\$68,332

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Vacant position #30813 Mental Health Worker Trainee, Labor Grade 7, A130 to a Registered Nurse I, Labor Grade 19, A130.

Division of Personnel (DOP) Reclassification Decision:

- Registered Nurse I, Labor Grade 19, A130 effective upon Council's approval

Rationale for Decision:

- The Department of Health and Human Service, New Hampshire Hospital is reclassifying this vacant position to a Registered Nurse I (RNI). This position will assist with capacity issues currently being experienced at New Hampshire Hospital in support of efforts to increase licensed Nursing staff.
- Under the direct supervision of the Unit Nursing Coordinator, the RN I utilizes the Nursing Process to manage patient care and behavior and assists in meeting immediate and long-term needs for patient whole-care assistance.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 21% General Funded position.
This position is a 34% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Anticipated date of hire is: 3/1/2019 at Minimum Step
4. Projected cost (Salary & Benefits) for remainder of FY19: \$18,397
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$36,680
Benefits	<u>\$22,811</u>
Total	\$59,491

Projected Annual Cost:

Salary	\$41,704
Benefits	<u>\$26,628</u>
Total	\$68,332

Division of Personnel
Reclassification Waiver Per Chapter 21-I:56
Governor and Council Meeting Date: January 23, 2019

Reclassification Request:

- The Department of Health and Human Services requests the reclassification of Filled position #42419 Social Worker III, Labor Grade 19, A000 to a Supervisor III, Labor Grade 23, A000.

Division of Personnel (DOP) Reclassification Decision:

- Program Specialist III, Labor Grade 23, A000 effective 1/4/2019

Rationale for Decision:

- The Department of Health and Human Service is reclassifying this filled position to a Program Specialist III. This position oversees the Social Work Medicaid Benefit Application Services Unit programs at New Hampshire Hospital.
- The Program Specialist III performs operations, program coordination, training, and supervision ensuring the sustainability of the Medicaid Benefits Unit Programs and that regulations and policies are adhered to.
- The proposed supplemental job description meets the standards of the class specification and is appropriate to the agency's proposed organizational structure.

Funding Summary

1. This position is a 21% General Funded position.
This position is a 34% Federal Funded position.
This position is a 45% Other Funded position.
2. Budgetary number/string 05-95-94-940010-87500000-010
3. Filled position-effective date: 1/4/2019
4. Projected cost (Salary & Benefits) for remainder of FY19: \$39,372
5. Total FY 19 Budgeted and Projected Annual Cost:

Total FY 19 Budgeted:

Salary	\$52,166
Benefits	<u>\$40,340</u>
Total	\$92,506

Projected Annual Cost:

Salary	\$53,177
Benefits	<u>\$39,883</u>
Total	\$93,060